

## **Adult Drug Treatment Court Case Manager/ Resource Specialist**

Cecil County Circuit Court is seeking a Case Manager – Resource Specialist with a starting salary of 35, 175 per year. This position serves to assess clients' needs and abilities, establish individual plans, and assists clients in the location and management of community resources. This is a FT grant funded position scheduled at 40 hours per week with no benefits.

**Position Requirements:** A Bachelors or Associates degree is highly preferred with a minimum of two (2) years experience in Case Management and/or Human Services field work; however a minimum of five (5) years relevant work experience will be considered in lieu of degree; must have a valid Driver's License.

**Duties:**

1. Responsible for managing a case load of up to 60 individuals.
2. Effectively gather facts, compile statistical data, and prepare reports.
3. Demonstrate an ability to use organizational skills, prioritize tasks, and work with minimal supervision.
4. Maintain confidentiality while working with sensitive information.
5. Possess excellent oral and written communication skills.
6. Demonstrate an ability to use MS Office and various web based programs.
7. Hours may be varied to accommodate judicial obligations, meetings, and any other responsibilities.
8. Performs all other duties as assigned.

**Application Procedure:** Submit resume' or application to: Human Resources Department, 200 Chesapeake Blvd, Suite 2800, Elkton, MD 21921; FAX (410) 996-5327; or e-mail [JOBS@ccgov.org](mailto:JOBS@ccgov.org)

Please specify the position for which you are applying on all correspondence.

**Deadline:** July 25, 2008.

Cecil County Government is an Affirmative Action, Equal Opportunity Employer. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.